



STATE OF WASHINGTON
DEPARTMENT OF LICENSING
PO Box 9020 • Olympia, Washington 98507-9020

June 23, 2008

Cosmetology Pre-Proposal Rule Notice

Why am I receiving this notice?

To notify you that we filed a Pre-Proposal Statement of Inquiry on June 4, 2008 with the intent to revise WAC 308-20 Cosmetologists, Barbers, Manicurists, and Estheticians rules.

What rules are being considered for revision?

In an effort to improve the application process for schools and to ensure schools are properly set up for operation the Department is reviewing the need for further licensing requirements and pre-inspections of the site prior to opening a school. A draft of the proposed rules is enclosed.

How can I participate in the development of the proposed rules?

The public is welcome to take part in developing the rules. You can participate by sending in your suggestions by mail, phone, facsimile, or email to the person indicated below. Additional information will be posted on the Cosmetology Internet website as it becomes available at <http://www.dol.wa.gov/business/cosmetology/rulechange.html>.

Mail:

Lawna Knight
Department of Licensing
Business and Professions Division
Cosmetology Program
P.O. Box 9026
Olympia, WA 98507

Phone: (360) 664-6643

Email: lknight@dol.wa.gov

Fax: (360) 664-2550

Comments due by July 7th, 2008

What will happen next?

After gathering public input from the industry, we will file the proposed rules and you will be notified of a public rule hearing. This hearing will give the public an opportunity to comment on the proposed rules.

Questions?

Please call Lawna Knight at (360) 664-6643.

Sincerely,

A handwritten signature in cursive script that reads "Trudie Touchette".

Trudie Touchette
Administrator

School application and pre-inspection

1. Prior to approval for licensure, any person wishing to operate a school shall, before opening a school, meet the requirements in RCW 18.16.140; submit to a pre-inspection of the site; and provide the following:

- (a) Name of owner and current mailing and physical address if solely owned
- (b) Names of partners and current mailing and physical addresses if partnership
- (c) Names of corporate officers and current mailing and physical addresses if a corporation
- (d) Name of the school, complete mailing address and physical address
- (e) A signed fire inspection report from the local fire authority indicating all standards and requirements have been met.
- (f) A copy of the official student contract
- (g) Listing of all instructors including license number and expiration date
- (h) Sample of monthly reports
- (i) Sample of student packet to be provided to student at enrollment that must contain, but not limited to; a copy of the school's catalog, brochure, enrollment contract, and cancellation and refund policies
- (j) Floor plan drawn to scale showing placement of all equipment; areas designated for the clinic, dispensary, classroom, office and restrooms; and identify student capacity.

2. All locations shall pass a pre-inspection by a department representative by meeting the following requirements:

- (a) An entrance sign designating the name of the school.
- (b) A time clock or other equipment necessary for verification of attendance and hours earned.
- (c) An adequate supply of hot and cold running water shall be available for school operation.
- (d) Textbooks/Teaching Materials – Textbooks shall be provided for each student in attendance.
- (e) Lavatories with hot and cold running water.
- (f) When a salon and school are under the same ownership in the same building, separate operation of the salon and the school must be maintained. Common

reception areas and restrooms will be allowed, however the salon and school must have separate entrances and meet location requirements identified in RCW 18.16.

- (g) Emergency evacuation plans posted for staff and students.
- (h) There must be a sufficient number of tables/desks and chairs to accommodate the registered students.
- (i) Department of Licensing Safety and Sanitation guidelines posted in all dispensaries and classrooms.
- (j) Additional campus facilities is a supplemental training space located within two miles of the original facility of the licensed school. These facilities must bear the same name as the original licensed school and it is only approved for theory and/or practice rooms. No clinic services shall be provided in additional facilities.
- (k) Schools must post a sign that contains the words "Work done exclusively by students" or "All work performed by students under supervision of a licensed instructor" and post in the clinic area.